## Job Title: Facilities Maintenance Worker II

**Department:** Municipal Services

**Immediate** 

**Supervisor:** Facilities Maintenance Superintendent

<b>Origination Date:</b>	07/01/2001
<b>Revision Date:</b>	07/01/2012
Job Grade	804
FLSA Status	Non-Exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Performs semi-skilled work in the maintenance, repair, alteration, and remodeling of City owned buildings. Performs preventative maintenance, scheduled maintenance and minor repairs on cooling and air distribution systems, doors, windows, roofs, plumbing, electrical and other areas associated with building maintenance.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
1	Н	Maintains buildings by performing needed repairs in plumbing, electrical, air
		distribution systems, and carpentry. May be required to fabricate and/or reconfigure
		cubicles, maintain storage units, work with sheet rock.
2	M	Provides supplies and materials to City. Operates a forklift, aerial lift, tractor, boom
		and scissor lifts. Executes room set-ups for meetings and events.
3	Н	Performs building preparation and setup for all City facilities. Secures City facilities at
		close of business. Manages flag protocols for all City facilities.
4	L	Performs administrative functions including but not limited to managing work orders,
		purchase orders, and parts orders; creates reports.

## **JOB REQUIREMENTS:**

	JOB REQUIREMENTS
Formal Education/ Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Minimum one year experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read work orders, purchase orders, blue prints, general correspondences, memorandums and letters.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write work orders, purchase orders, general correspondences, memorandums and letters.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure. An example would be a "II" advising a "I".
Policy/Decision Making	Significant - The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. Work involving discretion is typically reviewed before finalized.
Technical Skills	Broad Application - Work requires the use of standard technical skills appropriate to the work environment of the organization. Limited analysis and independent thinking is utilized.
Interpersonal/Human Relations Skills	Moderate - In addition to the sharing of information, interactions at this level may also include providing advice to others outside direct reporting relationships on specific problems or general policies/procedures. In many of the interactions, contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	<ul> <li>☑ Making presentations</li> <li>☒ Observing work site</li> <li>☒ Observing work duties</li> <li>☒ Communicating with co-workers</li> </ul>	Pushing/ Pulling	□ N □ R □ O ⊠ F □ C	☐ File drawers ☑ Equipment ☑ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Computer keyboard</li><li>☑ Telephone keypad</li><li>☑ Calculator</li><li>☐ Calibrating equipment</li></ul>	Climbing	□ N □ R □ O ⊠ F □ C	⊠ Stairs     □ Ladders     □ Step stools     □ Onto equipment
Walking	□ N □ R □ O □ F ⊠ C	<ul><li>☑ To other departments/offices</li><li>☑ Around work site</li></ul>	Vision	□ N □ R □ O □ F ⊠ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R □ O ⊠ F □ C	⊠ Supplies     ⊠ Equipment     □ Files	Foot Controls	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Driving</li><li>☑ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R □ O ⊠ F □ C	⊠ Supplies ⊠ Equipment □ Files	Balancing	□ N □ R □ O ⊠ F □ C	<ul><li>☑ On ladders</li><li>☑ On equipment</li><li>☑ On step stools</li></ul>
Sitting	□ N □ R ⊠ O □ F □ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers  ☑ Retrieving items from lower shelves/ground  ☑ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☑ For supplies ☐ For files	Crouching	□ N □ R □ O ⊠ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	⊠ Paperwork □ Monies	Hearing	□ N □ R □ O ⊠ F □ C	<ul><li>☑ Communicating via telephone/radio, to co-workers/public</li><li>☐ Listening to equipment</li></ul>
Kneeling	□ N □ R ⊠ O □ F □ C	☐ Filing in lower drawers ☑ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O □ F ☑ C	☐ From computer to telephone ☐ Getting inside vehicle
Crawling	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Under equipment</li><li>☑ Inside attics/pipes/ditches</li></ul>	Talking	□ N □ R □ O □ F ☑ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

	**								
<b>Physical Demands (continue</b>	ed)								
Machines, Tools, Equipmen									
Hand and power tools, Forklift, Aerial	Lift, Table Saw,	Drill Press, La	dder						
Computer Equipment and S	Software:								
Microsoft Word, Lotus Notes, Computer		ties Work order	software	<u> </u>					
Thereson word, Botto Frotes, Company	21, 1 1111001 1 110111		5010774110						
<b>Environmental Factors:</b>		1	T ~					1	
Environmental Condition	ons	Never	Seasor	nally	Several T Per Mor		Several Ti		Daily
Extreme temperature					1 01 1410	1411	101 1100	, A.	
(heat, cold, extreme temp. changes f	rom outside								$\times$
work) Wetness and/or humidity									
(bodily discomfort from moisture)			×						
Respiratory hazards					X				
(fumes, gases, chemicals, dust and d Noise and vibration	irt)		_				_		_
(sufficient to cause hearing loss)					X				
Physical hazards			_						
(high voltage, dangerous machinery prisoners, patients – <u>not customers</u> )	, aggressive				$\boxtimes$				
prisoners, patients interestomers)									
Health and Safety Condition									
Health and Safety Conditions	N = Never Never	R = Rarel Less than	•		casionally more of		Frequently 1/3 to 2/3		Constantly or more of
	occurs	hour per we	l l		time	_	the time		the time
Mechanical hazards					×				
Chemical hazards		X							
Electrical hazards		X							
Fire hazards	X				<u> </u>				
Explosives Communicable diseases	X								
Physical danger or abuse	X								
Other (specify)									
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	od Centers								
Protective Equipment Requirement Glasses, Gloves, Hard Hat, Steel Toe S									

#### **Job Demands**

### **Overall Strength Demands:**

	Overall Strength Demands
☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
⊠ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

### **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		$\boxtimes$		
Emergency Situations			×	
Frequent Change of Tasks	X			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously		$\boxtimes$		
Working Closely with Others as Part of a Team		$\boxtimes$		
Tedious or Exacting Work		$\boxtimes$		
Noisy/Distracting Environment			×	
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

### Staff - Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible

- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

### **SIGNATURES—REVIEW AND COMMENT:**

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.